

# Joining a Team Meeting

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## *Microsoft Teams for Education*

You'll receive an email invitation to an online class meeting from your instructor or school administrator. To accept it, just click the green check-mark in the invitation.

There are several ways you can join your online class when it starts.

- If you have Teams open, once your instructor begins the meeting, you'll see a pop-up notification at the bottom right corner of your screen announcing the start of the meeting. Select **Join** to join the meeting.
- You can also go to your Teams calendar. All of your online meetings are listed there. To join a meeting, double-click the meeting, and then select **Join** in the upper right corner.
- Right-click the meeting in your calendar and select **Join online**.

Depending on how the meeting has been set up, you might need to wait to be admitted to the online class. If so, you'll see a message letting you know that you're currently in the meeting lobby. Your instructor will admit you shortly.